


Policy # 113	Subject: On-Site Vendors for Educational Programs
Effective Date: 11/30/2020	Page 1 of 2
Authorized Signature: 	

DSCYF/DMSS/ Education Unit

I. PURPOSE

To outline the expectations for Education Unit Administrators who seek to engage, purchase, or contract the services of outside vendors for the purpose of enhancing the educational program at their site.

II. BACKGROUND

This policy is designed to work in conjunction with *Department Policy #305 Standards of Conduct: Employees, Volunteers and Interns*

III. POLICY

When the decision is made to hire a contractor or to utilize the services of a vendor, volunteer or intern within any of the programs under the purview of the Education Unit, there are guidelines and requirements that must be followed.

These procedures should be reviewed with any outside providers and monitored by on site education administration for the duration of the services.

Contractors, vendors, interns, and volunteers must meet certain requirements before they will be allowed contact with youth and they must receive annual training on their responsibilities as a service provider.

IV. PROCEDURE

Once a Principal has identified a potential provider for programming, they will be required to submit to the Education Unit Supervisor the following prior to the authorization of any services:

- A description of the service and cost
- A completed requisition for services (if total is less than \$5,000)
- A proposal for services to initiate a contract (if total is \$5,000 or more)
- A biography/resumé for the individual/contractor
- Any pertinent licenses or degrees relevant to the services requested

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Once the provider's background information has been reviewed, a decision will be made whether to move forward with the request. If approved, the information will be provided to the DMSS Director or Deputy Director for final approval. The service provider will be allowed to begin services only after the required criminal history background checks and drug screening have been completed and a purchase order for services has been received. If the services require a contract, services may not begin until the contract has been activated. It will be the responsibility of the Education Unit Supervisor to contact the Procurement Officer or Contract Unit Supervisor once the requisition has been approved, but before a PO is issued and services begin.

All service providers will be required to complete a brief training surrounding the requirements of work in a DSCYF facility and will sign to acknowledge completion of this course. It is the building Principal's responsibility to ensure this training is completed and to maintain the contractor's signature page throughout the life of the contract. Additional training may be provided upon request and the training will be completed annually. This training will be developed at the Unit Supervisor's level and may include additions that are building specific if needed.

Management responsibilities include:

- To ensure that employees, service providers, volunteers and interns are aware of the expectations outlined in Policy #305 as well as any additional building level expectations
- To ensure that contractors/volunteers/interns have completed the required background checks and drug screenings when required prior to beginning their service
- To ensure that a Purchase Order has been issued prior to the start of services (or that a signed contract is in place for the vendor)
- To provide the necessary level of support and supervision to ensure services are provided in a safe and secure environment for both students and contractors/volunteers/interns